



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ISO-RS10-2
Baseline
January 24, 2000

ORGANIZATIONAL WORK INSTRUCTION

Office of the Chief Financial Officer

RS10

PAYROLL PROCESS

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TITLE

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ORG

RS01

DATE

1/24/00

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Baseline		1/24/2000	

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1. SCOPE

1.1 Scope. This Organizational Work Instruction (OWI) is applicable to the NASA Payroll and Center Personal Services Office.

1.2 Purpose. The purpose of this OWI is to establish the detailed procedure that will be used to process the NASA payroll data.

1.3 Applicability. This OWI applies to personnel within the NASA Payroll and Center Personal Services Office who are responsible for processing all payroll data for the Agency.

2. APPLICABLE DOCUMENTS

NPPS User and Operations Guide

NPG 1441.1C Records Retention Schedules

3. DEFINITIONS

None.

4. INSTRUCTIONS

The detailed procedure for operation of the NASA Personnel/Payroll System (NPPS) is given in the NPPS User and Operations Guide, which can be accessed at <http://www.msfc.nasa.gov/sesaas/npps/documents.html>.

5. NOTES

None.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

7. APPENDICES, DATA, REPORTS, AND FORMS

None.

8. QUALITY RECORDS

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The Master Employee Record is the quality record resulting from this process. These will be retained for 15 years, in accordance with NPG 1441.1C, Schedule 9, Uniform File Index (UFI)# 9620. The records custodian is the Chief, NASA Payroll and Center Personal Services Office.

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

None.

11. FLOW DIAGRAM

None.

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